

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held via ZOOM on THURSDAY 11 FEBRUARY 2021 at 7.00 PM

**PRESENT:** Councillor Lesley Howes – Town Mayor  
Councillor Anita Barham – Deputy Town Mayor  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Linda Hall  
Councillor Peter Harman  
Councillor Peter Harris  
Councillor John Hayes  
Councillor Jay Shah  
Councillor Maurice Weet

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Dartford Borough Councillor David Mote (Greenhithe)

**ABSENT:** Councillor Sue Butterfill

**200/20-21. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Town Mayor explained the arrangements and constraints relating to the filming or recording of the meeting.

**201/20-21. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Emma Ben-Moussa due to other commitments and Dr Jo Harman due to medical reasons.

Apologies for absence were also received from PCSO Andrew Lewis and Reverend Charlie Lloyd-Evans.

**RESOLVED:**

That the reasons for absences, for the above Councillors, be formally accepted and approved.

**202/20-21. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Ann Duke declared a prejudicial interest in agenda item 22, Adaptations to the Heritage Community Hall – Request from Walk Tall, as she is the Chief Executive Officer of Walk Tall.

Councillor Ann Duke declared a prejudicial interest in agenda item 23, COVID-19 Financial Implications, as she is the Chief Executive Officer of Walk Tall.

***As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.***

**203/20-21. MINUTES OF THE MEETING HELD ON 14 JANUARY 2021.**

**RESOLVED:**

That the Minutes of the Meeting held on 14 January 2021 be confirmed as a true record and be signed outside of this meeting.

**204/20-21. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**205/20-21. LOCAL POLICE - MONTHLY UPDATE**

Members were provided with December's monthly update.

Further to the apologies already submitted PCSO Lewis had confirmed that any questions, queries or points raised could be directed to him via email.

Members discussed the information provided on the monthly update and asked that PCSO Lewis be emailed to express that members felt that positive feedback on the resolution of crime was something that needed to be improved to raise public confidence in the police.

**RESOLVED:**

That the items be noted, and that the feedback to PCSO Lewis, as detailed above, be sent.

206/20-21. **KENT COUNTY COUNCIL (KCC) – VISION ZERO ROAD SAFETY STRATEGY CONSULTATION.**

KCC are undertaking a consultation on their Vision Zero Road Safety Strategy which aimed to create zero road fatalities in Kent by 2050. The deadline for responses was 15 March 2021.

Members had previously been supplied with the initial questions and proceeded to go through the questionnaire collating responses to the questions.

**RESOLVED:**

That the response, as detailed, be finalised and submitted.

207/20-21. **RECREATIONAL FACILITY CHARGES 2021 – 2022.**

Members discussed the proposed price increases which had been increased by 2.55 overall and rounded up appropriately. As previously agreed, the allotments had been increased by 15% to include the staged recovery of the administration costs of the Allotment Association.

\*\* All the figures had been considered when members previously agreed the Estimates for the forthcoming 2021 – 2022 financial year (*minute 184/20-21 full Council 14 January 2021*).

**RESOLVED:**

That the Recreation Facility Charges 2021 – 2022 be approved.

208/20-21. **ENVIRONMENTAL ACTION PLAN WORKING GROUP.**

Members noted the update report which included: Financial Update, Progress to Date and Next Steps regarding the project for new community areas within Swanscombe Park.

Members considered the need for the fencing expenditure detailed in the report and agreed for this to be funded from the receipted Community Infrastructure Levy (CiL) monies currently held by the Town Council.

**RESOLVED:**

That the CiL expenditure detailed in the report be agreed.

**209/20-21. SECTION 137 EXPENDITURE: LIMIT FOR 2021 – 2022.**

The Department for Communities and Local Government had confirmed that the appropriate sum for parish councils for the purpose of Section 137 (4) (a) of the Local Government Act 1972 for 2021 – 2022 is £8.41.

**RESOLVED:**

That the item be noted.

**210/20-21. COMMUNITY INFRASTRUCTURE LEVY (CIL) – WORKING GROUP UPDATE.**

Further to minute 152/20-21 members of the Working Group were asked to agree a date and time for the first meeting. At this meeting the Terms of Reference would need to be set.

The Working Group membership is:

Cllr Emma Ben Moussa  
Cllr Sue Butterfill  
Cllr Ann Duke  
Cllr Lesley Howes  
Cllr Peter Harman

**Recommended:**

That a further set of dates be sent to members of the Working Group, in order to schedule the first meeting.

211/20-21. **STAFF / MEMBER TRAINING UPDATE.**

The following training had been scheduled / undertaken: -

Cllr Emma Ben Moussa	KALC VISION ZERO: The Road Safety Strategy for Kent 2020 – 2026 (Zoom)	24 February 2021
Cllr Lorna Cross	KALC VISION ZERO: The Road Safety Strategy for Kent 2020 – 2026 (Zoom)	3 March 2021
Cllr Lesley Howes	KALC VISION ZERO: The Road Safety Strategy for Kent 2020 – 2026 (Zoom)	24 February 2021

**RESOLVED:**

That the item be noted.

212/20-21. **INSURANCE CLAIM/S – UPDATE.**

The following claim/s have now been settled: -

- a) Claim Ref: 27201391168 – Damage following break in to van NJ63 BFP, this claim incurred a £150.00 excess.
- b) Claim Ref: 27201391169 – Damage following break in to van BF07 OBS, this claim incurred a £150.00 excess.
- c) Claim Ref: 2721000020 – ASB damage to roller shutter at Swanscombe Park during break in to BF07 OBS, this claim incurred a £100.00 excess.
- d) Claim Ref: 27200001071 – Equipment stolen from van NJ63 BFP, this claim incurred a £100.00 excess.

**RESOLVED:**

That the item be noted.

**213/20-21. GENERAL DATA PROTECTION REGULATIONS – UPDATE.**

Further to minute 79/20-21 and 177/20-21, and the correspondence sent to Councillors on 9 December 2020, members were reminded that Town Council email accounts should be used for correspondence regarding the Town Council business. Members were also asked to check their Town Council email accounts on a regular basis for communications.

Members were reminded that their Town Council email addresses were provided on the website for the public to contact them.

**RESOLVED:**

That the item be noted.

**214/20-21. MONTHLY BANK RECONCILIATION.**

In accordance with Financial Regulation 2.2, a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Jay Shah was appointed under minute 32/19-20.

**RESOLVED:**

That the bank reconciliations up to and including January 2021 be noted.

**215/20-21 BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken for January 2021 for approval.

**RESOLVED:**

That the bank transfers undertaken for January 2021 be approved.

**216/20-21 TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for January 2021 for approval.

**RESOLVED:**

That the receipts and payments for January 2021 be approved.

**217/20-21 SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 31 January 2021.

**RESOLVED:**

That the summary of accounts up to 31 January 2021 be noted.

**218/20-21. DECISIONS & RESPONSES.**

Members were provided with the decisions and planning responses using the previously approved delegated authority, under Section 101(1) of the Local Government Act 1972, during the period of lockdown and since the previous meeting.

**RESOLVED:**

That the decisions and planning responses using the previously approved delegated authority, under Section 101(1) of the Local Government Act 1972, during the period of lockdown, and since the previous meeting, be noted and endorsed.

**219/20-21. REPORTS OF OUTSIDE REPRESENTATIVES.**

Members were advised that this item provided an opportunity for Members' appointed as representatives on outside bodies to provide a report at the meeting.

North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representative on the NWKVC, unfortunately Councillor Butterfill was not in attendance so a verbal update would hopefully be provided at the next Town Council meeting.

Ingress Park (Greenhithe) Management Limited (IPGM).

IPGM had indicated that, although unable to provide documentation, they would like to submit verbal updates to the Town Council.

Councillors' Peter Harman and Peter Harris are the Council's representatives on IPGM.

Councillor Peter Harris advised that that nothing had changed since the last update provided on 14 January 2021.

DBC Borough and Parish Forum (BPF).

The Town Mayor and Town Clerk are the Town Councils representatives on the BPF. As previously agreed, the Agenda for the 12 January 2021 meeting was available for inspection.

KCC Dartford Children's Partnership Conversation (DCPC).

Councillor Peter Harman is the Town Councils representative on the DCPC and, as previously agreed the agenda for the 26 January 2021 meeting, including the minutes from the 29 September 2020 meeting were available for inspection.

**220/20-21. REPORT FROM KENT COUNTY COUNCILLOR (KCC).**

Kent County Councillor Mr P M Harman gave an update which included:

No items had come up on recent planning meetings affecting the Town, but that all meetings were being conducted via Microsoft Teams.

The KCC Budget Meeting had been held that day, and the budget being passed with one amendment being passed to compel the County Council to lobby central Government to consider re-evaluating the Council Tax bands.

**RESOLVED:**

That the item be noted.

**221/20-21 REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

The Dartford Borough Councillors reported on the following matters:

Feedback was provided from the recent Crime & Disorder Committee Meeting. This meeting confirmed an increase in cases of fly tipping across Dartford. In turn the Council have continued to successfully prosecute offenders. It had been recommended that officers at Dartford Borough Council increase publicity on the level of prosecutions that have occurred to increase public awareness.

The Local Plan had been considered by a Special General Assembly of the Council on 1 February 2021. This had been passed and been sent on for consideration by the Planning Inspectorate.

Following a recruitment process the new management structure at Dartford Borough Council had been put in place.

At the recent Cabinet Meeting authority had been delegated to officers to undertake all functions in relation to Neighbourhood Planning and the distribution and expenditure of Community Infrastructure Levy.

The proposed development at Land North of London Road, Greenhithe had been postponed being considered by Development Control Board, pending further information.

The Leader of the Council had written, with the support of the Swanscombe and Greenhithe Residents Association, to the Mayor of London to oppose the proposed



implementation of charges to enter the greater London area as this would unfairly impact anyone driving from Dartford into Bexley or Bromley.

**RESOLVED:**

That the item be noted.

*Having already declared a prejudicial interest Councillor Ann Duke left the meeting and took no part in the discussion or decision of the following item.*

**222/20-21. ADAPTIONS TO THE HERITAGE COMMUNITY HALL – REQUEST FROM WALK TALL.**

Under the agreed terms for the Lease for the Heritage Community Hall, the Town Council had received a request from Walk Tall to make adaptations to the Leased demise.

Members discussed the report which outlines the proposed adaptations.

**RESOLVED:**

That the request, in principle, subject to further clarifications being presented to the next meeting of the Town Council, on the access arrangements for allotment plot holders to both the allotment site and allotment water supply on rear of the hall.

*Having already declared a prejudicial interest Councillor Ann Duke left the meeting and took no part in the discussion or decision of the following item.*

**223/20-21. COVID 19 - FINANCIAL IMPLICATIONS.**

Members considered the report which detailed the financial implication for the Town Council as a result of the Covid 19 pandemic.

**RESOLVED:**

That the information contained be noted.

**224/20-21. MOUNTS ROAD GREENHITHE – DEBRIS ON ROAD.**

The Town Mayor had asked that this item be considered by members as residents had raised concerns regarding debris being left on the road from developers working in that area.

The Town Mayor summarised the correspondence she had sent to the representative from Ebbsfleet Development Corporation regarding this issue. Kent County Councillor Peter Harman also confirmed he had reported this to Kent Highway Services (KHS).

**RESOLVED:**

That the information be noted, and that the correspondence sent by the Town Mayor, following prior consultation with the Town Clerk, be endorsed.

**225/20-21. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Anita Barham and seconded by Councillor Maurice Weet;

**RESOLVED:**

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following items of business.

**226/20-21. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL).**

Members considered the confidential report for this item.

**RESOLVED:**

That the update be noted, and that the previously agreed support, as detailed in the confidential report, continue until, and include, March 2021.

**227/20-21. PAVILION COMMUNITY SPORTS AND SOCIAL CLUB – UPDATE.**

Members discussed the contents of the update.

A verbal update was also supplied by Councillors Lorna Cross and Peter Harman following a site meeting with the lessee on 12 February 2021.

**RESOLVED:**

That the item be noted.

There being no further business to transact the Meeting closed at 9.20pm.

Signed: \_\_\_\_\_

(Chairman)

Date:- \_\_\_\_\_